

CITY OF BURBANK

PERMIT COORDINATOR

DEFINITION

Under general direction, to coordinate the construction plan submittal and approval process; manage the activities of the plan submittal and fee payment process, and to do related work as required.

ESSENTIAL FUNCTIONS

Coordinates and supervises issuance of permits, plan submittals, and plan processing; implements streamlining methods for permit processing and monitors computer tracking, information, and record keeping systems; supervises staff; resolves any difficulties with counter operation; updates counter operation procedures; coordinates computer systems, information systems, databases, scanning and imaging systems; coordinates the routing and tracking of plans to various departments for required reviews and clearances; maintains familiarity with the enforcement authority, regulations, office hours and locations of outside City agencies; organizes all Division information pamphlets for distribution at the public counter, by mail and on the World Wide Web; and recommends computer hardware and software acquisitions to improve the speed, accuracy, and capabilities of our permit and communication systems.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - building and zoning codes; basic building methods and materials; permit processing; fee structures and collection methods; administrative and supervisory procedures; local and state codes and regulations; typical plan submittal process; and basic plan review procedures.
- Ability to - proficiently use word processing, database, spreadsheet, presentation, scheduling, Internet, and geographical information system software; prepare oral and written reports; perform mathematical computations; practice sound supervision; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a degree in engineering, architecture, construction management, computer science or a closely related field, and at least one year of relevant work experience; or graduation from high school plus five years of related work experience, including three years of experience related to the processing of development applications.

License & Certificates: Must obtain an International Code Conference (ICC) Permit Technician Certification within one year of employment.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.